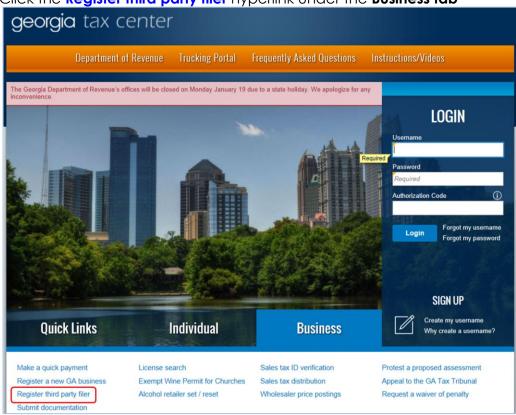
A new web request has been added under the Business tab on the GTC login page. The web request allows third party filers that have <u>no registration</u> with DOR to register as a third party filer.

Steps to Submit the Request:

- 1. Navigate to the GTC website (https://gtc.dor.ga.gov)
- 2. Click the Register third party filer hyperlink under the Business tab



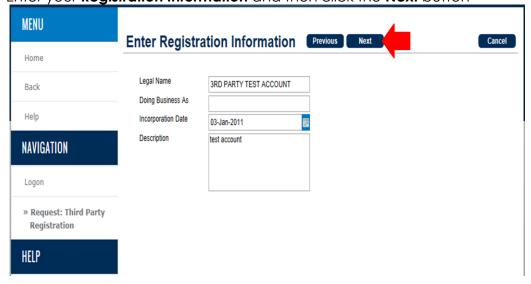
3. Review the information on the screen and then click the **Click to continue** button

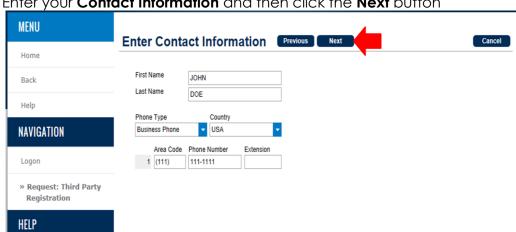


- 4. Complete the Confirm Eligibility screen and then click the Next button
 - Note: The only NAICS code associated with third party filers that are accepted are:
 - ➤541213 Tax Preparation Services
 - ➤ 541214 Payroll Services
 - ➤ 541219 Other Accounting Services
 - ➤541211 Offices of Certified Public Accountants
 - Note: Based on the Taxpayer Type (i.e. business structure) the ID will either be a FEIN or a SSN



5. Enter your **Registration Information** and then click the **Next** button



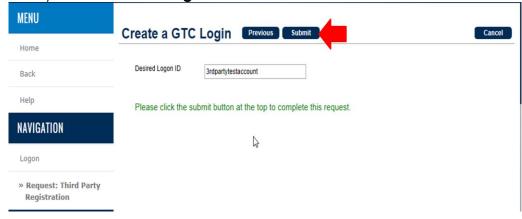


6. Enter your Contact Information and then click the Next button

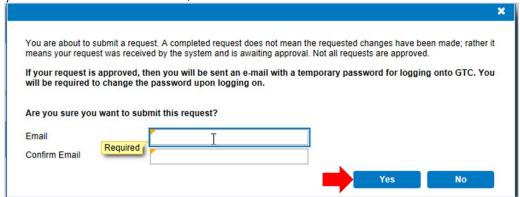
- 7. Enter the **Address Information** and then click the **Next** button
 - Note: You will be prompted to enter a mailing address if it differs from the location address



8. Enter your desired GTC login ID and then click the Submit button



9. Review the information on the pop-up window, provide an email address you can be contacted at, and then click the **Yes** button

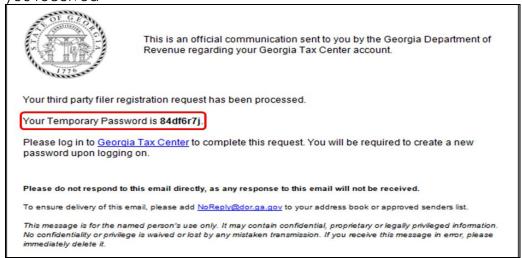


10. The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records



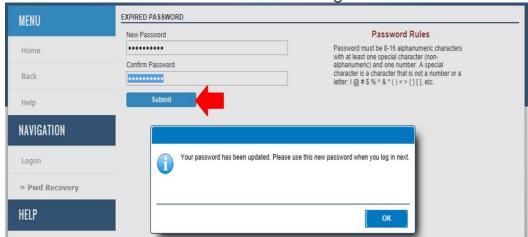
Steps to Complete the Request:

1. Log into the GTC website using the temporary password from the email you received

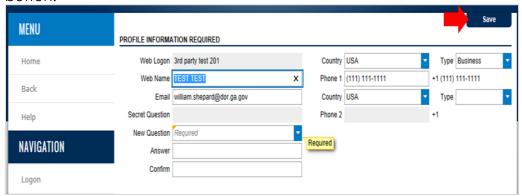


2. When prompted, enter a new password and then click the **Submit** button. Click the OK button on the pop-up window that appears once the password has been updated

Note: Password rules are shown to the right



3. Complete the **Profile Information** screen and then click the **Save** action button.



You will be taken to the Home screen of GTC once your password and profile have been updated.

